G. R. S. App. F. IX-4]

1942-3

War File No. 123-42

Previous References.

(War)

Serial Nos. 1

Later References.

P13

GENERAL AND REVENUE SECRETARIAT

Serial Nos. One only

Part B for December 1942.

SUBJECT.

Scheme of training for workers in factories.

B. Krishnan
15.12.42.

1332-W

Scheme for training for workers in factories.

General and Revenue Secretariat

W File No. 123 of 1942-3. [App. F. III—2

Serial No.	
1	From The Secy to Govt of India F. 3(18)-42/W dd 23rd Octr. 42 forwg a cy of CO Dept circular dd 10th Sept/42 and requesting that Govt to take appropriate measures as regards classification factories and also under their control.
	Forwarded for perusal and orders whether this may be sent up to the Chief Inspector of Factories for information and necessary suitable action in respect of the classified factories under Govt control
A	A. Narayanadoss 2/11 Secy of Secy

PS 2/11

Law Dept. 4/11

4/11

U.O.No.58/W dt 6-11-42

Forwarded up to the Chief Inspector of Factories for necessary action & compliance.

Sd/- Illegible for Chief Secy to Govt

U.O.No. 23/6.11.42

Returned with compliances. The factories have been visited and factory inspectors instructed accordingly. 10/11/42

NOTE—Contin. Sheet.

WD 04155—GPB—55,000—28-10-41

No.R.3(18)-42/W. (Secret)

W 123-42-1 1332 W

From

The Secretary to the Hon'ble
the Resident in Mysore.

To

The Chief Secretary to the
Government of His Highness the
Maharaja of Mysore.

Dated Bangalore, the 23rd October 1942.

Scheme of training for
workers in factories.

Sir,

I am directed to forward for information a copy of the Government of India, Civil Defence Department, Circular No.348/42, dated the 10th September 1942, with enclosures.

2. I am to request that, if there is no objection, the Government of Mysore will be so good as to take appropriate action as regards classified factories and establishments under their control.

I have the honour to be,
Sir,
Your most obedient servant,

SECRETARY TO THE RESIDENT.

Copy

"EXPLOSIVES"

GOVERNMENT OF INDIA.
DEPARTMENT OF EXPLOSIVES.

No. ARP-II/7(2).
Dated New Delhi, the 18th August, 1942.

From

Gordon Peace, Esquire, F.I.C., F.R.A.S.,
Chief Inspector of Explosives in India.

To

O R D E R.

In exercise of the powers conferred by clause (a) of sub-rule (1) of rule 81C of the Defence of India Rules, read with the Notification of the Government of India in the Defence Co-ordination Department No. 713-OR/1/41, dated the 15th February 1941, I, Gordon Peace, Chief Inspector of Explosives in India, hereby order that you

P.T.O.

shall, within the period of 14 days from the date of this Order, submit for my approval a scheme of practical proposals for the regular training of all your Factory personnel in taking cover, evacuation to shelters, shelter discipline, fire prevention, etc., which training is in my opinion necessary to secure the due functioning of your factory, and the safety of persons and property therein and in the vicinity thereof, in the event of hostile attack.

Chief Inspector of Explosives in India.

MLB.18-8-42.
300 copies. - D.

OUTLINE OF SUGGESTED SCHEME FOR A.R.P. TRAINING OF ALL FACTORY EMPLOYEES.

1. Objects.

(a) to familiarize all employees with the working of the Factory A.R.P. scheme and the measures taken for their welfare and comfort;

(b) to give sufficient elementary instruction in e.g. fire prevention technique, running messages etc. to enable any worker to assist the normal A.R.P. Services in case of need

(c) to practise action on the receipt of an Air Raid Warning until the response becomes automatic;

(d) to instil a sense of discipline and to fortify morale;

(e) to provide scope for the development of leadership.

2. Methods of Training.

The atmosphere to be aimed at is not that of the lecture-room but rather one of competitive efficiency between teams under their own leaders. It is suggested that all exercises should be planned according to the following general sequence:

(a) Fall in, roll call and inspection.

(b) Brief outline by leader of the scope and purpose of the exercise

(c) Demonstration by an A.R.P. party(previously instructed)

(d) Individual instruction and practice by teams under their own leaders.

(e) Final parade, appreciation of exercise by a senior Officer, fall out.
These exercises should lead up to:

(f) Competitions between teams, and tests against the clock.

(g) Combined full-scale exercises, as realistic as possible.

Exercises should not be too long. Not more than an hour's and not less than half-an-hour's training on each occasion will suffice. The emphasis should be as much on the quick response to orders, efficient turn out, etc. as on the actual subject matter of the instruction.

3. Leaders.

(a) The Warden's Service will form the necessary nucleus. Under Schedule IV Senior Wardens have been recruited on the basis of one for every 250 persons, assisted by one Warden for every 50 men. The general supervision of the exercises will be entrusted to the Senior Wardens, under the direction of the Chief Warden.

(b) Each Warden will be in command of his "group" of 50 men. His first step will be to divide the group into four "teams" of 12 or 13 men each. These teams will form the normal units for team exercises and their composition should remain the same throughout the exercises. They should each be composed of men who would normally take shelter together in the same section of a trench or shelter.

Leaders for the teams will be provided:-

(i) by chossing leaders from among the men.

P.T.O.

(iii) by attaching to teams suitable members of office and administrative staff.

Time tables should be so arranged that each group of 50 trains at the same time under its Warden. Different groups may however train at different times, according to the exigencies of production. For combined exercises it will later be necessary to call out several groups at once or even the whole Factory shift.

Subjects to be included.

A. Take Cover Exercises. Workers should be shewn by demonstration, and possibly also by film, how to take advantage of any local cover available if unable to reach shelter. The best scene for the first part of the exercise is an open part of the Factory site, with plenty of local cover in the form of drains, nullahs, coal dumps, stacks of heavy material, low walls or buildings etc. First the wrong and then the right way to take cover should be demonstrated. Then teams should be sent to different parts of the Factory to practise the movements. They should march about until the leader blows his whistle unexpectedly, when they should disperse and take cover. When a second whistle is blown 5 seconds later, they should freeze. The leader then takes stock of the position explains the extent of publication secured by efficient use of cover and gives any criticisms. This can be repeated again and again over the same or different ground. Later, each team should perform the exercise with the other teams looking on, and teams can compete to see which can get under cover most quickly. (Note. It may be possible, instead of a whistle, to produce the actual whine of a falling bomb on a loud-speaker.) Subsequently, if possible, the exercise should be repeated inside a workshop.

B. Practice in Evacuation to Shelters. The movements should first be demonstrated and rehearsed in the open in pantomime, viz.

(1) Fall in, roll call

(2) March in single file to Shelter

(3) Right and wrong ways of getting into a shelter (e.g. over the sides of a trench)

(4) Correct positions when in shelter

(5) Leaving shelter(e.g. by the entrances to a trench)

(6) March back to work.

Teams may be asked to think out suggestions for occupying themselves when in Shelter e.g. by singing or playing musical instruments. The organization of improvised bands by individual teams ~~xxxxxxxxxxxxxxxxxxxxxxxxxxxx~~ or community singing would contribute to morale.

Later the movements should be practised against the clock from inside a workshop. Team leaders and men should be given an opportunity to think out their own plan of operations, which should include switching off machinery, collecting valuable tools etc. into protected stores where available, making their way to shelter. The exercise should also be practised after dark, the shop-lights being extinguished and only essential pilot-lighting maintained Subsequently, teams may practise this in competition with each other against the clock; and the whole group may then exercise together.

Apart from these training exercises, each workshop should have a full-dress evacuation rehearsal at least once a fortnight. It is essential that throughout the exercises and in full dress rehearsals, senior staff should take shelter in trenches with the men.

P.T.O.

C. Running Messages. This is ordinarily the work of trained A.R.P. squads but the matter is so important that all in the Factories should learn how to carry messages in the quickest manner. This can best be done by introducing a spirit of competition, and by forcing men to think out the quickest way of avoiding obstacles.

D. Practice in Fire Prevention Technique. This must involve individual training on the lines already laid down for Stirrup Pump Parties. Emphasis should be laid upon technique for dealing with phosphorus bombs and their effects, though the 1-kilo Magnesium Electron bomb should not be neglected.

It will not be possible to supply practice 1-kilo bombs or to manufacture imitation phosphorus bombs on a scale sufficient for every worker to try his hand at extinguishing one.

Demonstrations (as realistic as possible) should however be given to all groups or teams. A building should actually be set on fire, if possible by a practice phosphorus bomb, and Stirrup Pump Parties should show the way to deal with the situation. Each man should however have an opportunity to practise

(a) putting out fires with a Stirrup Pump (in an incendiary bomb hut)

(b) making his way through smoke. A small prize, say ¼ rupee, may be offered to any man who succeeds in getting through.

(c) Seeking out and picking up imitation phosphorus pellets (e.g. little bits of brick scattered broadcast) with tongs or improvised implements such as cigarette tins nailed to wooden battens.

(d) forming a bucket-chain for getting water. This could be the subject for a team race, to see which team could most quickly fill a given tank by means of buckets passed from hand to hand.

(e) dropping from windows, rescuing unconscious persons from "burning" rooms, applying artificial respiration etc.

E. Additional Subjects.

(a) Any other subject forming part of the syllabus for Individual A.R.P. Training; First Stage (See A.R.P. Training Manual No.1 "Basic Training in Air Raid Precautions") may suitably be included.

(b) instruction in A.R.P. should be accompanied by the issue of information calculated to prevent panic and to inculcate the need for maintaining output, e.g. "straight" news to counteract rumours and hostile propaganda. Straightforward explanations should also be given as early as possible, if the reasons for any conspicuous protective measures, in order to avoid misconstruction.

(c) Opportunity should be found to give all workers brief but clear instructions as to how to provide for the safety of their families in an air raid e.g. choice of suitable refuge rooms, avoidance of injury from glass etc.

(d) The men's attention should be drawn to arrangements made for their welfare in an emergency e.g. the.

P.T.O.

payment of bonuses or dearness allowances, xxxxxxxx xxxxxxx provisions for pensions or disability payments and the laying in of stores of essential foodstuffs and other commodities.

5. Notes on the preparation of the scheme.

(a) The scheme as submitted should give a brief syllabus and time-table of the subjects to be included, showing the number of hours to be devoted to training by each employee in the course of a month, and the period within which it is expected that the training will be completed.

(b) Practice rehearsals of evacuation may be excluded from the time-table, as these should be continued indefinitely as a routine measure, at least as frequently as once a fortnight for each man.

No.102/42-A.R.P.II.
Government of India.
Civil-Defence Department.
New Delhi, the 10th September 1942.

From

C.L. Bryson, Esquire, I.C.S.,
Under Secretary to the Government of India.

To

All Provincial Governments and
Chief Commissioners.

CIVIL DEFENCE DEPARTMENT CIRCULAR No.348/42.

SUBJECT:- Scheme of training for workers in factories.

Sir,

I am directed to forward herewith for the information of the your Provincial Government a copy of the Department of Labour Office information Memorandum No.ARPI-2, dated the 18th August 1942, and enclosures, on the subject noted above.

I have the honour to be,
Sir,
Your most obedient servant,

Under Secretary to the Government of India.

No.....

No.102/42-A.R.P.II.

Copy with enclosures forwarded to all Departments of the Government of India (Except Legislative and Legislative Assembly Departments, Railway Department (Railway Board), Supply, War Transport and Labour Departments); Civil Defence Schools and Area Advisers.

By order, etc.,

Under Secretary to the Government of India.

R.P.
125-9.9.42-D.

Government of India,
Department of Labour.

No.ARPI-2.

Dated New Delhi, the 18th August 1942.

OFFICE MEMORANDUM.

The undersigned is directed to say that air raids in India have already shewn that where Factory workers are adequately cared for, suitably disciplined and trained, and under proper leadership, numbers of casualties are minimised and the assumption that they will desert if and when air raids develop is falsified. Training, discipline and leadership are however indispensable, are closely connected, and one without the other is largely useless and it is necessary that all three should penetrate throughout the whole staff and not only among A.R.P.Services.

2. Copies of the following papers which the Chief Adviser, Factory Air Raid Precautions, is issuing to all Factories for whose A.R.P. measures the Central Government is responsible, (other than Ordnance Factories, Railway Workshops and other Government establishments) requiring them to draw up and submit for approval schemes of training for all their workers are forwarded for information:-

(i) Explanatory letter No.ARPII-7(2), dated 18th August 1942;

(ii) Order No.ARPII- 7(2), dated the 18th August 1942, under Rule 51C of the Defence of India Rules; and

(iii) Suggested outline for Scheme of Training.

3. Schemes for training submitted by commercially operated Factories will, when approved, be annexed as a schedule to a further Order under Rule 51C requiring Factories to carry out such training. It is, however, proposed in the first instance only to make such training compulsory for those Factories which are situated within the area covered by the preliminary warning, though all Factories wherever situated will be required to prepare and submit schemes.

4. The undersigned is to request that Supply Department / War Transport Department will take appropriate similar action as regards Factories and establishments under their control. 20/10 copies of the papers referred to above are enclosed for distribution to Ordnance Factories, and further copies if required are obtainable from the Chief Adviser, Factory Air Raid Precautions, Department of Labour.

Deputy Secretary to the Government of India.

Copies to:-

Electrical Commissioner with the Government of India.
Railway Department (Railway Board) (Mr.Benton).
Civil Defence Department (with a request that they will bring to the notice of Provincial Governments)
Vehicles Directorate (Directorate General of Supply)
Timber Directorate (Directorate General of Supply)
Textiles Directorate (Directorate General of Supply)
Clothing Directorate, (Directorate General of Supply)
Leather Directorate (Directorate General of Supply)

Deputy.....

Deputy Director General of Armaments Production.
Commandant, A.R.P. Officers' Industrial School.
Engineer-in-Chief's Branch.
Welfare Adviser, Labour Department.

by order, etc.,

Deputy Secretary to the Government of India.

RL17.
80-17. .42.
D.

GOVERNMENT OF INDIA
DEPARTMENT OF LABOUR

Office of the Chief Adviser, Factory A.R.P.
No. ARP II-7(2)
Dated New Delhi, the 18th August, 1942.

From

Gordon Peace, Esquire, F.I.C., F.R.A.S.,
Chief Adviser, Factory Air Raid Precautions.

To.

All Factories (other than Ordnance Factories, Railway Workshops and other Government establishments).

Gentlemen,

Air raids in India have already shown that where Factory Workers are adequately cared for, suitably disciplined and trained, and under proper leadership, numbers of casualties are minimised and the assumption that they will desert if and when air raids develop is falsified. Training, discipline and leadership are, however, indispensable, are closely connected, and one without the other is largely useless, and it is necessary that all three should penetrate throughout the whole staff and not only among A.R.P. services.

2. (a) TRAINING. Compulsary A.R.P. training at Factories has hitherto been conceived as technical or semi-technical training for the personnel required to carry out essential A.R.P. duties In Schedule IV, annexed to the original Order which was served on you under Rule 51C of the Defence of India Rules, scales of A.R.P. personnel appropriate to the size of your Factory were laid down, and you were required to arrange for the necessary training of such personnel. It is now considered that the technical training of Squads required for ~~xxxx~~specific A.R.P. duties is not by itself sufficient and that all Factory personnel should receive some form of regular A.R.P. training in order to instil discipline (and fortify their morale). Such training should take place outside working hours and need not necessarily occupy long hours. Men should be paid at the appropriate overtime rates for the periods spent in training and the cost may be treated as A.R.P. revenue expenditure in assessing profits for taxation purposes. It is not necessary to aim at a high standard of technical proficiency; the emphasis should be rather on explaining the efficiency of the measures taken for the safety and welfare of the labour, on developing discipline, and building up morale.

(b) LEADERSHIP. If full value is to be obtained from the training, it is very necessary that all members of the Factory personnel should take part, including Office and senior administrative staff. As far as possible training should take the form of teamwork, each team having its own leader; and the introduction of a competitive element will greatly increase its effectiveness. The presence and active participation of senior officials of the Factory should serve to dispel any groundless suspicions and should encourage a ready response to their leadership if and when the test comes.

3. A supplementary Order under Rule 51C of the Defence of India Rules is accordingly enclosed requiring you to submit for my approval a scheme for the training of all personnel at your Factory on the above lines. The scheme should be drawn up to suit the conditions of your own Factory, but in order to assist you in its preparation a suggested outline for a scheme is forwarded for your consideration.

Your....

P.T.O.

Your scheme when approved, with or without modification will form a Schedule to be annexed to a further Order under Rule 51 of the Defence of India Rules requiring you to put it into effect.

I have the honour to be,
Gentlemen,
Your most obedient Servant,

Chief Adviser Factory Air Raid Precautions.

Copy forwarded for information to:-

1. Electrical Commissioner to the Government of India.
2. Railway Department (Railway Board) (Mr. Benton)
3. Communications Department.
4. Civil Defence Department (Major Sanson).
5. Supply Department.
6. Vehicles Directorate (Directorate General of Supply)
7. Timber Directorate (" " ")
8. Textiles Directorate (" " ")
9. Clothing Directorate (" " ")
10. Leather Directorate (" " ")
11. Deputy Director General of Armaments Production, D.G.M.P., Calcutta.
12. Director of Factory Expansion D.G.M.P., Calcutta.
13. Chief Engineer, Factories, Calcutta.
14. Chief Inspector of Factories, Bengal.
15. Chief Inspector of Factories, Bihar.
16. Director of Industries, C.P.
17. Assistant Engineer on Special A.R.P. Duty, Bombay.
18. The regional Camouflage Officer, Madras.
19. A.R.P. Engineer to the Government of U.P. Lucknow.
20. Technical Officer, A.R.P. to the Government of U.P. Lucknow.
21. Commandant, A.R.P. Officers' Industrial School, 4 Camac Street, Calcutta.

E-in-C's Branch.

Chief Adviser, Factory Air Raid Precautions.